



Rio Arriba County Detention Center (RACDC) POLICY 096 DISCIPLINARY PROCESS

The Rio Arriba County Detention Facility cannot operate safely or effectively unless the behavior of the inmate population conforms to the minimum standards of conduct set forth by the rules and regulations of the facility for inmates. Inmates shall be held accountable for conduct that violates rules and regulations. Disciplinary procedures shall be filed when an inmate violates facility rules and regulations. The disciplinary process shall be followed are:

- a. maintain security, control and safety in the facility;
- b. ensure that the inmate's rights are upheld;
- c. ensure fair and consistent disciplinary practices;
- d. ensure proper documentation of violation of acceptable inmate behavior.

Definitions:

Minor Infractions: Any rule or regulation of the facility that is violated by an inmate shall be considered a minor infraction.

Major Infraction: Criminal acts under the laws of the State of New Mexico and the United States, or more than one violation of minor infractions.

Procedures:

Minor Infractions:

1. Detention officers may handle minor rule violations on an informal basis by informing the inmate that he has broken a rule or regulation of the facility. The inmate shall be told that another incident of breaking rules or regulations shall result in formal disciplinary action. A memo concerning the violation shall be submitted to the Administration and a copy placed in the inmate's file.
2. Inmates are entitled to due process. Inmates may appeal any action not agreed upon by the inmate. The appeal will be through the Assistant Administrator. If an inmate is not satisfied with the decision of the Assistant Administrator he/she may appeal to the Administrator.

Major Infractions:



Rio Arriba County Detention Center (RACDC) POLICY 096 DISCIPLINARY PROCESS

1. Once an inmate has been verbally reprimanded and he continues to violate rules and regulations, more stringent disciplinary action shall be taken which shall include:
 - a. suspension of privileges, i.e. commissary, visits;
 - b. an incident report shall be written and placed in the inmates file.
2. The shift supervisor shall decide the length of suspension of privileges based upon the nature of the violation. If the inmate is found with an illegal contraband, or if he commits a criminal act, the facility shall contact the appropriate authorities for prosecution.
3. An inmate is entitled to due process.